

~~SECRET~~

6

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140029-1

CONTROL NO. 00140029-1

DD5/CTR/ISS-6

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT

STATISTICAL  
☒ NARRATIVE  
 MACHINE-NAME LISTING

Certification that HHB [ ] was read by Staff

3. FUNCTIONAL AREA

☒ PERSONNEL  
 LOGISTICS  
 MEDICAL  
 TRAINING  
 SECURITY  
 FINANCE

ADMIN. GENERAL  
 OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

☐ YES IF YES GIVE ADP PROCESSING NO.  
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR [ ]

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

Branches of ISS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

6 - Certifications by initials only

### 12. COST FACTORS

#### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
7	4.50		1		4.50		2		9.00
			1				x 2 = 2		

#### B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$9.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report consists of a certification that reading has been done. Time spent in reading not included.

### 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	0 STAT

16. DATE OF INVENTORY

9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140029-1